Instructions for Completing the Petition to Add a Class Late Form

The purpose of the Petition to Add Class Late form is to request consideration to add a class after the deadline dates for all full-term classes and for short-term classes that have commenced instruction. Please refer to the college online time schedule for listing of deadline dates for both full term/ short term classes. This form should only be used for extenuating circumstances beyond your control that prevented you from enrolling by the deadline dates. Please be advised that your instructor and/or department chairperson may request that you submit documentation verifying the circumstances preventing you from enrolling in the course on or before the deadline date.

Please adhere to the following procedures in completing the Petition to Add a Class Late form.

1. Complete the upper portion of the form explaining in details the reason(s) for requesting a late add and attach all appropriate supporting documentation verifying the extenuating circumstances.

2. Submit the form to the instructor for his/her review and signature of approval.

3. If the instructor approves the late add, the form is to be forwarded to the appropriate department chairperson for his/her signature.

After the instructor and the department chairperson approve your late add, submit the form to the Registration Center, Smith Hall, Room 118 for processing.

IMPORTANT: All petitions must be submitted to the Registration Center, Smith Hall, Room 118 by the established deadline listed in the online or hard copy of the college time schedule. Petitions submitted after this date will be returned to the department chair and will not be processed without the approval of the Vice Chancellor of Academic Affairs.